



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



OFFICE ASSOCIATE V

\$38,928.92 - \$62,873.53 ANNUALLY

DESCRIPTION OF DUTIES: Performs a variety of responsible administrative and clerical duties including correspondence, reports, maintaining schedules of meetings and screening calls. May act as secretary to one or more boards, committees or Commissioners; producing agenda minutes, reports, and correspondence. Develops, organizes, and conducts specialized research and other programs as designated by supervisor. Maintains confidential files.

REQUIREMENTS: Bachelor's degree in Public/Business Administration or a related field and one (1) year full-time responsible administrative support experience including computer proficiency in word processing and spreadsheet programs. Experience may substitute for education on a year-for-year basis.

DESIRES: Ability to speak, read and write in Spanish. Knowledge of City government, organization and operations. Considerable knowledge of modern office equipment. Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.

SUPERVISION RECEIVED: Specific assignments are received from an administrative superior. Work is performed with some supervision, allowing some latitude for use of independent judgment in the selection of work methods and procedures. Work is reviewed for compliance with departmental objectives and standards

Send 2 Detailed Resumes
by close date to:

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
Email: jobs@miamibeachfl.gov
ATTENTION: OAV-I

CLASS NO: **2120**
UC NO: **0557UO**

NO FAX ACCEPTED